



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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*"To Enrich Lives Through Effective And Caring Service"*

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October 18, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

22 October 18, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

### **APPOINTMENT, SALARY, AND RELOCATION REIMBURSEMENT FOR DIRECTOR, INTERNAL SERVICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

Recommendation to appoint and set the salary of Scott Minnix to serve as the Director of Department of Internal Services for the County of Los Angeles.

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Appoint Mr. Scott Minnix to the position of Director, Internal Services at an annual salary of \$262,133, effective November 14, 2016.
2. Approve reimbursement of up to \$25,000 for reasonable actual costs of relocating the family and personal residence of Mr. Minnix and reimbursement for temporary housing costs.
3. Instruct the Director of Personnel to execute an at-will employment contract which is approved as to form by County Counsel.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to appoint a Director, Internal Services for the County of Los Angeles; to set the salary for the position for Scott Minnix; and to authorize the payment of reasonable actual costs related to moving the family and personal residence of Mr. Minnix to the Los Angeles County area and temporary housing rental costs.

Mr. Minnix has a wide range of management experience in both public and private sector organizations, including expertise in financial and strategic planning, facilities and campus planning, and human resources. Currently, Mr. Minnix is the Director of the General Services Department of the City of Houston, Texas, where he provides executive leadership to one of the largest and most diverse municipal building, property, and fleet portfolios in the United States. During his tenure, the General Services Department received numerous awards and recognition for outstanding performance and accomplishments. Prior to his current assignment, Mr. Minnix served as the Director of the Facility Operations Division of the City of Seattle's Fleet and Facility Department where he oversaw the maintenance of three million square feet of City-owned properties. Mr. Minnix earned a Bachelor of Arts degree in Business Administration/Management from the University of Puget Sound and a Master of Public Administration from the University of Washington, and is a member of several professional organizations including the International Facility Management Association, Rice University's Rice Design Alliance Board, and Texas Southern University College of Science, Engineering, and Technology Board of Directors.

Given Mr. Minnix's experience, it is recommended that the Board appoint Mr. Minnix as Director, Internal Services, effective November 14, 2016, with an annual salary of \$262,133, and authorize the payment of actual relocation expenses related to moving the family and personal residence of Mr. Minnix to the Los Angeles County area and temporary housing costs.

#### **Implementation of Strategic Plan Goals**

Approval of these recommendations will further the County of Los Angeles Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

#### **FISCAL IMPACT/FINANCING**

The cost of the recommended annual salary will be absorbed within the Internal Services Department's current budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended salary will provide appropriate compensation to Mr. Minnix to perform the duties of Director, Internal Services.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

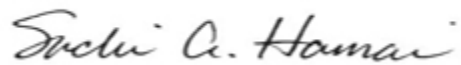
Implementation of these recommendations will provide leadership for the Internal Services Department.

The Honorable Board of Supervisors

10/18/2016

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Chief Executive Officer

SAH:JJ:SK:MTK

NV:SO:TL:mst

c: Executive Office, Board of Supervisors  
Auditor-Controller  
County Counsel  
Human Resources  
Internal Services